

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130076-6

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Services

DATE: 3 October 1951

FROM : Chief, Building Maintenance and Utilities

SUBJECT: Report of Operations by the Building Maintenance and Utilities Division during the month of September, 1951.

## Volume:

A.	1. Requests for services on hand prior to September	67
	2. Requests on hand two months old or older	7
	3. Requests for services on hand 30 September	32
B.	Requests for services received in writing during Sept.	213
C.	Telephone calls received during September	1925
D.	1. Orders submitted to GSA charged to quarterly encumbrance.	195
	September allotment of quarterly encumbrance for alterations and installations \$16,793.00	
	2. Special orders submitted to GSA not charged to quarterly encumbrance	36
	a. Renovations (6605) \$53,305.00	
	b. Renovations (Other) 6,390.00	
	\$59,695.00	
	3. Quarterly orders written for October, November and December 1951. \$239,528.00	23
	4. Orders submitted to GSA nonreimbursable (written and verbal)	475
	5. Routine inter-office memorandums written	25
	6. Routine inter-agency letters written	8
E.	1. Space moves during September	18
	2. Total personnel moved	208
	3. Equipment moves	33
	4. Man hours worked by GSA	1412
	5. Estimated cost \$2,068.00	
	September allotment of quarterly encumbrance for Laborers and Trucks \$5334.00	
F.	Protective Service (GSA Guard Posts)	
	1. Reimbursable Posts	157
	2. Non-reimbursable Posts	34
	September allotment of quarterly encumbrance \$53,677.00	

25X1A9A

-2-

G. Monies paid to GSA against quarterly orders during the month of September for services rendered during the month of June

1. GSA Guards	\$54,103.39
2. GSA Laborers and Trucks	7,099.27
3. Alterations and Installations	11,308.00
Additional Work Orders	20,454.07
4. Elevator Service	16.48
5. Janitor Service	20.52
	<u>\$113,001.73</u>

25X1A9a



Attachment